

# Auditing Procedures Report

Instructions and MuniCodes

\*=Required Fields

Reset Form

Issued under Public Act 2 of 1968, as amended. (V1.07)

Unit Name* TRI-COUNTY REGIONAL PLANNING COM	County* INGHAM	Type* OTHER	MuniCode* 33-7-522
Opinion Date-Use Calendar* Dec 3, 2008	Audit Submitted-Use Calendar* Dec 17, 2008	Fiscal Year End Month* 09	Fiscal Year* 2008

If a local unit of government (authorities & commissions included) is operating within the boundaries of the audited entity and is NOT included in this or any other audit report, nor do they obtain a stand-alone audit, enclose the name(s), address(es), and a description(s) of the authority and/or commission.

Place a check next to each "Yes" or non-applicable question below. Questions left unmarked should be those you wish to answer "No."

<input checked="" type="checkbox"/> ?	1. Are all required component units/funds/agencies of the local unit included in the financial statements and/or disclosed in the reporting entity notes to the financial statements?
<input checked="" type="checkbox"/> ?	2. Does the local unit have a positive fund balance in all of its unreserved fund balances/unrestricted net assets?
<input type="checkbox"/> ?	3. Were the local unit's actual expenditures within the amounts authorized in the budget?
<input checked="" type="checkbox"/> ?	4. Is this unit in compliance with the Uniform Chart of Accounts issued by the Department of Treasury?
<input checked="" type="checkbox"/> ?	5. Did the local unit adopt a budget for all required funds?
<input checked="" type="checkbox"/> ?	6. Was a public hearing on the budget held in accordance with State statute?
<input checked="" type="checkbox"/> ?	7. Is the local unit in compliance with the Revised Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, and other guidance as issued by the Local Audit and Finance Division?
<input checked="" type="checkbox"/> ?	8. Has the local unit distributed tax revenues, that were collected for another taxing unit, timely as required by the general property tax act?
<input checked="" type="checkbox"/> ?	9. Do all deposits/investments comply with statutory requirements including the adoption of an investment policy?
<input checked="" type="checkbox"/> ?	10. Is the local unit free of illegal or unauthorized expenditures that came to your attention as defined in the Bulletin for Audits of Local Units of Government in Michigan, as revised (see Appendix H of Bulletin.)
<input checked="" type="checkbox"/> ?	11. Is the unit free of any indications of fraud or illegal acts that came to your attention during the course of audit that have not been previously communicated to the Local Audit and Finance Division? (If there is such activity, please submit a separate report under separate cover.)
<input type="checkbox"/> ?	12. Is the local unit free of repeated reported deficiencies from previous years?
<input checked="" type="checkbox"/> ?	13. Is the audit opinion unqualified? 14. If not, what type of opinion is it? NA
<input checked="" type="checkbox"/> ?	15. Has the local unit complied with GASB 34 and other generally accepted accounting principles (GAAP)?
<input checked="" type="checkbox"/> ?	16. Has the board or council approved all disbursements prior to payment as required by charter or statute?
<input checked="" type="checkbox"/> ?	17. To your knowledge, were the bank reconciliations that were reviewed performed timely?
<input checked="" type="checkbox"/> ?	18. Are there reported deficiencies? 19. If so, was it attached to the audit report?

General Fund Revenue:	\$ 402,629.00
General Fund Expenditure:	\$ 175,919.00
Major Fund Deficit Amount:	\$ 0.00

General Fund Balance:	\$ 421,853.00
Governmental Activities Long-Term Debt (see instructions):	\$ 0.00

We affirm that we are certified public accountants (CPA) licensed to practice in Michigan. We further affirm the above responses have been disclosed in the financial statements, including the notes, or in the Management Letter (reported deviations).

CPA (First Name)* MERRICK A	Last Name* RICHARDSON	Ten Digit License Number* 1101005710		
CPA Street Address* 1000 COOLIDGE ROAD	City* EAST LANSING	State* MI	Zip Code* 48823	Telephone* +1 (517) 332-1900
CPA Firm Name* LAYTON & RICHARDSON, P	Unit's Street Address* 913 W HOLMES RD, STE 201	Unit's City* LANSING	Unit's Zip* 48910	

TRI-COUNTY REGIONAL PLANNING COMMISSION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED SEPTEMBER 30, 2008

AND

INDEPENDENT AUDITORS' REPORT

AND

SINGLE AUDIT REPORTS

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## Layton & Richardson, P.C.

Certified Public Accountants

### INDEPENDENT AUDITORS' REPORT

Commission Members  
Tri-County Regional Planning Commission  
Lansing, Michigan

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East Lansing, MI 48823

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We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Tri-County Regional Planning Commission as of and for the year ended September 30, 2008, which collectively comprise the Commission's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the management of Tri-County Regional Planning Commission. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Tri-County Regional Planning Commission as of September 30, 2008, and the respective changes in financial position thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 3, 2008, on our consideration of Tri-County Regional Planning Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

The management's discussion and analysis and the budgetary comparison information on pages 3 through 6 and 19 through 20 are not a required part of the basic financial statement but are supplementary information required by U.S. generally accepted accounting principles. We have applied certain limited procedures, which consisted primarily of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Tri-County Regional Planning Commission's basic financial statements. The introductory section, special revenue fund section of combining, individual project and other special revenue fund schedules, on pages 28 through 61, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements of Tri-County Regional Planning Commission. The schedule of expenditures of federal awards has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory and special revenue sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

*Layton & Richardson PC*

*Certified Public Accountants*

East Lansing, Michigan  
December 3, 2008



**50 Years of Service**  
**1956 - 2006**

## Tri-County Regional Planning Commission

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Lansing, Michigan 48910  
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Web Page: [www.mitrpc.org](http://www.mitrpc.org)  
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### OFFICERS

**CHAIRPERSON**  
Phil Chisholm

**VICE-CHAIRPERSON**  
Carol Wood

**TREASURER**  
Susan McGillicuddy

**SECRETARY**  
Larry Martin

**COMMISSIONERS**  
Russel Bauerle  
Kevin Beard  
Glenn Freeman, III  
Joseph Guenther  
Diane Holman  
Brian Jeffries  
Art Luna  
Fred Marquardt  
Ralph Monsma  
David Pohl  
A'Lynne Robinson  
Shirley M. Rodgers  
Marsha Small  
Carol Strachan  
Tina Weatherwax-Grant

### EX-OFFICIO

**LANSING MAYOR**  
Virgil Bernero

**COUNTY BOARD CHAIRPERSONS**  
Marc Thomas  
Joseph Brehler  
Larry Martin

**EXECUTIVE DIRECTOR**  
Jon W. Coleman

## TRI-COUNTY REGIONAL PLANNING COMMISSION

### MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Tri-County Regional Planning Commission annual financial report presents our discussion and analysis of the Commission's financial performance during the fiscal year ended September 30, 2008. Please read it in conjunction with the financial statements that immediately follow this section.

### Financial Highlights

Our financial status improved over the last year. Net Assets increased by approximately \$24,400. In 2007 and 2006, Net Assets increased by approximately \$54,500 and \$80,000, respectively. Total net assets are now \$452,553 of which \$30,700 represents capital assets. These net assets will be used for operating cash-flow, match for federal funding that was not spent this year and future capital asset purchases. See tables 1 and 2 below.

Table 1  
Statement of Net Assets

	Governmental Activities		
	2008	2007	2006
Current and other assets	\$ 734,135	\$ 688,687	\$ 685,534
Capital Assets	<u>30,700</u>	<u>37,533</u>	<u>41,858</u>
Total Assets	\$ <u>764,835</u>	\$ <u>726,220</u>	\$ <u>727,392</u>
Total Liabilities	\$ <u>312,282</u>	\$ <u>298,070</u>	\$ <u>353,739</u>
Net Assets			
Investment in Capital Assets			
Assets	\$ 30,700	\$ 37,533	\$ 41,858
Unrestricted	<u>421,853</u>	<u>390,617</u>	<u>331,795</u>
Total Net Assets	\$ <u>452,553</u>	\$ <u>428,150</u>	\$ <u>373,653</u>

**Table 2**  
**Change in Net Assets**

**Governmental Activities**

	2008	2007	2006
Net Assets, October 1	\$ 428,150	\$ 373,653	\$ 293,734
Results of Operations	24,379	54,497	79,594
Prior Period Adjustments	24	—	325
Total Changes in Net Assets	<u>24,403</u>	<u>54,497</u>	<u>79,919</u>
Net Assets, September 30	<u>\$ 452,553</u>	<u>\$ 428,150</u>	<u>\$ 373,653</u>

For 2008, 2007 and 2006, overall revenues were \$1,552,425, \$1,473,328 and \$1,406,646, respectively, and overall expenses were \$1,528,046, \$1,418,831 and \$1,327,052, respectively, as reported in the statements of activities. These amounts do not include transfers from Commission General Fund to Project Special Revenue Funds used as match when required, which were \$222,348 for 2008, \$165,145 for 2007 and \$144,447 for 2006. See table 3 below.

**Table 3**  
**Changes in Net Assets**  
**Governmental Activities**

	2008	2007	2006
Revenues			
Program Revenues			
Federal, state and local funding	\$ 1,168,947	\$ 1,104,943	\$ 1,100,816
General revenues			
Local Dues	359,630	349,156	299,509
Interest	11,356	13,229	6,321
Miscellaneous	12,492	6,000	—
Total Revenues	<u>1,552,425</u>	<u>1,473,328</u>	<u>1,406,646</u>
Expenses			
General Administration	163,625	161,099	94,906
Projects	1,364,421	1,257,732	1,232,146
Total Expenses	<u>1,528,046</u>	<u>1,418,831</u>	<u>1,327,052</u>
Increase in Net Assets	24,379	54,497	79,594
Prior period adjustment	24	—	325
Net Assets – Beginning	428,150	373,653	293,734
Net Assets – Ending	<u>\$ 452,553</u>	<u>\$ 428,150</u>	<u>\$ 373,653</u>

**Overview of the Financial Statements**

This annual report consists of three parts - management discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the agency.



The first two statements are agency wide financial statements and provide both long-term and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on the detail of each of the agency's fund accounts. The notes to the financial statements explain some of the information in the statements and provide more detailed explanation.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

### **Agency Wide Statements**

The agency wide statements report information about the Commission as a whole, using accounting methods and terms normally used by private companies. The statement of net assets includes all the Commission's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two agency wide statements report net assets and how they have changed. Net assets are the difference between the Commission's assets and liabilities, which is one method to measure the Commission's financial health or position.

Over time, increases or decreases in the Commission's net assets are an indicator of whether the agency's financial position is improving or deteriorating.

### **Fund Financial Statements**

The fund financial statements provide more detailed information about the Commission's funds. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The agency has the following Governmental funds:

*General Revenue Fund* - The Commission's activities are accounted for in the general fund, classified in the governmental fund category.

*Special Revenue Fund* - The Project activities are accounted for in a special revenue fund.

These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that differences between the agency wide statements and the fund statements are disclosed in the reconciling financial statements to explain the differences between them.

### **Financial Analysis of the Agency as a Whole**

Net Assets - The Commission's net assets increased during the year ended September 30, 2008 by \$24,403. Total unrestricted net assets were \$421,853 at year end. The unrestricted net assets will be used for operating cash-flow and future capital asset purchases.

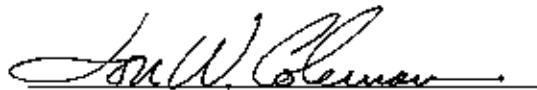
**Liabilities** - The Commission's liabilities increased by \$14,212. This was due to an increase in deferred revenue.

#### **Financial Analysis of the Commission's Fund**

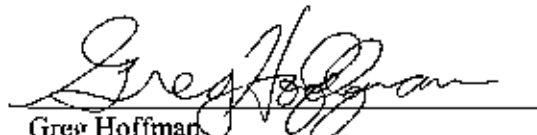
Amendments to our budget for the year ended September 30, 2008 were to add a project and to cover changes in certain operational expenditures.

#### **Contacting Commission Management**

This financial report is designed to provide a general overview of the Commission's finances and to demonstrate the Commission's accountability for the revenue it receives. If you have any questions concerning this report, please contact the Commission's office.



Jon W. Coleman  
Executive Director



Greg Hoffman  
Finance and Personnel Coordinator

**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**STATEMENT OF NET ASSETS**

**SEPTEMBER 30, 2008**

		GOVERNMENTAL ACTIVITIES
ASSETS		
ASSETS		
Cash and cash equivalents	\$	374,460
Investments		43,835
Accounts receivable		197
Due from other governmental units		293,488
Prepaid expenses		22,155
Capital assets (net of accumulated depreciation)		30,700
TOTAL ASSETS	\$	<u>764,835</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable		
Trade	\$	80,014
Retainers		24,843
Accrued wages and related items		58,142
Deferred revenue		149,283
TOTAL LIABILITIES		<u>312,282</u>
NET ASSETS		
Invested in capital assets, net of related debt		30,700
Unrestricted		421,853
TOTAL NET ASSETS		<u>452,553</u>
TOTAL LIABILITIES AND NET ASSETS	\$	<u>764,835</u>

See accompanying notes to financial statements.

**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	DIRECT EXPENSES	INDIRECT EXPENSES	CHARGES FOR SERVICES
<b>FUNCTIONS/ PROGRAMS</b>			
Governmental Activities			
General commission	\$ 163,625	\$	\$
Project expenses	<u>942,788</u>	<u>421,633</u>	<u></u>
Total Governmental Activities	\$ <u><u>1,106,413</u></u>	\$ <u><u>421,633</u></u>	\$ <u><u></u></u>
General Revenues			
Grants and contributions not restricted to specific programs			
Unrestricted investment earnings			
Other revenue			
Total General Revenues			
Change in Net Assets			
Net Assets, October 1			
Prior period adjustment			
Net Assets, September 30			

See accompanying notes to financial statements.

		NET (EXPENSE) REVENUE AND CHANGES IN NET ASSETS		
PROGRAM REVENUES		PRIMARY GOVERNMENT		
OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	GOVERNMENTAL ACTIVITIES	BUSINESS TYPE ACTIVITIES	TOTAL
\$	\$	\$	\$	\$
1,168,947		(163,625)		(163,625)
		(195,474)		(195,474)
\$ 1,168,947	\$	(359,099)		(359,099)
		359,630		359,630
		11,356		11,356
		12,492		12,492
		383,478		383,478
		24,379		24,379
		428,150		428,150
		24		24
		\$ 452,553	\$	\$ 452,553

**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**BALANCE SHEET**

**GOVERNMENTAL FUNDS**

**SEPTEMBER 30, 2008**

	GENERAL	SPECIAL REVENUE FUND - <u>PROJECTS</u>
		INDIRECT COST
<b>ASSETS</b>		
Cash and cash equivalents	\$ 374,460	\$
Investments	43,835	
Accounts receivable	197	
Due from other governmental units		
Due from projects	144,205	
Prepaid expenses	<u>22,155</u>	<u></u>
TOTAL ASSETS	\$ <u><u>584,852</u></u>	\$ <u><u></u></u>
 <b>LIABILITIES AND FUND BALANCE</b>		
<b>LIABILITIES</b>		
Accounts payable		
Trade	\$ 80,014	\$
Retainers	24,843	
Accrued wages and related items	58,142	
Due to Commission		
Deferred revenue	<u></u>	<u></u>
TOTAL LIABILITIES	<u>162,999</u>	<u></u>
<b>FUND BALANCE</b>		
Undesignated	<u>421,853</u>	<u></u>
TOTAL LIABILITIES AND FUND BALANCE	\$ <u><u>584,852</u></u>	\$ <u><u></u></u>

See accompanying notes to financial statements.

SPECIAL REVENUE FUND - PROJECTS		ELIMINATIONS	TOTAL GOVERNMENTAL FUNDS
DIRECT COSTS	TOTAL SPECIAL REVENUE		
\$	\$	\$	\$ 374,460
			43,835
			197
293,488	293,488	(144,205)	293,488
			22,155
<u>\$ 293,488</u>	<u>\$ 293,488</u>	<u>\$ (144,205)</u>	<u>\$ 734,135</u>
\$	\$	\$	\$ 80,014
			24,843
			58,142
144,205	144,205	(144,205)	
<u>149,283</u>	<u>149,283</u>		<u>149,283</u>
<u>293,488</u>	<u>293,488</u>	<u>(144,205)</u>	<u>312,282</u>
			421,853
<u>\$ 293,488</u>	<u>\$ 293,488</u>	<u>\$ (144,205)</u>	<u>\$ 734,135</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO THE STATEMENT OF NET ASSETS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

Total fund balances - governmental funds	\$ 421,853
Amounts reported for governmental activities in the statement of net assets are different because	
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is \$201,444 and the accumulated depreciation is \$170,744	<u>30,700</u>
Total net assets - governmental activities	\$ <u><u>452,553</u></u>

See accompanying notes to financial statements.



**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	GENERAL FUND	SPECIAL REVENUE FUND - PROJECTS INDIRECT COST
REVENUES		
Federal sources	\$	\$
State sources		
Local sources		
Member allocations	359,630	
Other sources	12,492	
Fixed asset reimbursements	19,151	
Interest	11,356	
	<hr/>	<hr/>
TOTAL REVENUES	402,629	
	<hr/>	<hr/>
EXPENDITURES		
Salaries and wages	61,513	200,395
Fringe benefits	28,919	91,862
Telephone		2,469
Postage	1,552	1,742
Printing and copying	1,171	2,923
Office supplies	264	6,589
Graphic supplies		1,209
Travel-in region	334	1,879
Travel-out region	535	3,523
Training		
Commission meetings and travel	2,038	
Rent of office		60,765
Equipment maintenance		1,884
Computer services	49	7,120
Computer software		6,806
Insurance		6,562
Bank charges	159	29
Subscriptions		287
Publications		
Advertising	827	
Depreciation		19,151
Membership dues	200	6,438
Special projects	491	
Consultant fee		
Contractual services	2,842	
Furniture and equipment	12,294	
Audit	7,300	
Transfer for match		
Pass through		
Indirect costs	55,431	(421,633)
	<hr/>	<hr/>
TOTAL EXPENDITURES	175,919	
	<hr/>	<hr/>

See accompanying notes to financial statements.

SPECIAL REVENUE FUND - PROJECTS			
DIRECT COSTS	TOTAL SPECIAL REVENUE	ELIMINATIONS	TOTAL GOVERNMENTAL FUNDS
\$ 832,895	\$ 832,895	\$	\$ 832,895
89,657	89,657		89,657
202,333	202,333		202,333
44,062	44,062		359,630
		(19,151)	56,554
			11,356
<u>1,168,947</u>	<u>1,168,947</u>	<u>(19,151)</u>	<u>1,552,425</u>
392,591	592,986		654,499
174,336	266,198		295,117
479	2,948		2,948
5,550	7,292		8,844
13,078	16,001		17,172
824	7,413		7,677
25	1,234		1,234
6,309	8,188		8,522
11,244	14,767		15,302
4,195	4,195		4,195
	60,765		2,038
	1,884		60,765
34,247	41,367		1,884
4,939	11,745		41,416
	6,562		11,745
	29		6,562
	287		188
1,772	1,772		287
3,763	3,763		1,772
	19,151	(19,151)	4,590
1,565	8,003		8,203
24,956	24,956		25,447
272,426	272,426		272,426
1,969	1,969		4,811
			12,294
			7,300
26,874	26,874	(26,874)	
43,951	43,951		43,951
<u>366,202</u>	<u>(55,431)</u>		
<u>1,391,295</u>	<u>1,391,295</u>	<u>(46,025)</u>	<u>1,521,189</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS - Concluded**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	GENERAL FUND	SPECIAL REVENUE FUND - PROJECTS <u>INDIRECT COST</u>
OTHER FINANCING SOURCES (USES)		
Operating transfers in (out)		
Transfer for match	\$ 26,874	\$
Local match	<u>(222,348)</u>	<u></u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>(195,474)</u>	<u></u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	31,236	
FUND BALANCE, OCTOBER 1	<u>390,617</u>	<u></u>
FUND BALANCE, SEPTEMBER 30	\$ <u><u>421,853</u></u>	\$ <u><u></u></u>

See accompanying notes to financial statements.

SPECIAL REVENUE FUND - PROJECTS			
DIRECT COSTS	TOTAL SPECIAL REVENUE	ELIMINATIONS	TOTAL GOVERNMENTAL FUNDS
\$	\$	\$	\$
<u>222,348</u>	<u>222,348</u>	<u>(26,874)</u>	<u></u>
<u>222,348</u>	<u>222,348</u>	<u>(26,874)</u>	<u></u>
			31,236
<u></u>	<u></u>	<u></u>	<u>390,617</u>
\$ <u><u></u></u>	\$ <u><u></u></u>	\$ <u><u></u></u>	\$ <u><u>421,853</u></u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

Net changes in fund balances - total governmental funds	\$ 31,236
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures	
however, in the statement of activities, the cost of those assets	
is depreciated over their estimated useful lives	
Expenditures for capital assets	12,294
Less current year depreciation	<u>(19,151)</u>
Change in net assets of governmental activities	\$ <u><u>24,379</u></u>

See accompanying notes to financial statements.

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - GOVERNMENTAL FUNDS - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE- FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Federal sources	\$ 949,601	\$ 949,601	\$ 832,895	\$ (116,706)
State sources	93,886	93,886	89,657	(4,229)
Local sources	246,314	284,803	202,333	(82,470)
Member allocations	359,630	359,630	359,630	
Other sources			56,554	56,554
Fixed asset reimbursements	19,700	19,700	19,151	(549)
Interest			11,356	11,356
<b>TOTAL REVENUES</b>	<u>1,669,131</u>	<u>1,707,620</u>	<u>1,571,576</u>	<u>(136,044)</u>
<b>OTHER FINANCING SOURCES</b>				
Operating transfers in				
Local match	<u>254,653</u>	<u>254,664</u>	<u>222,348</u>	<u>(32,316)</u>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<u>1,923,784</u>	<u>1,962,284</u>	<u>1,793,924</u>	<u>(168,360)</u>
<b>EXPENDITURES</b>				
Salaries and wages	712,066	722,780	654,499	68,281
Fringe benefits	320,520	326,629	295,117	31,512
Discretionary funds	5,000	5,000		5,000
Staff recognition	250	250		250
Telephone	4,100	4,100	2,948	1,152
Postage	11,500	12,000	8,844	3,156
Printing and copying	30,250	30,750	17,172	13,578
Office supplies	10,000	10,000	7,677	2,323
Graphic supplies	1,900	1,900	1,234	666
Travel-in region	10,365	10,865	8,522	2,343
Travel-out region	19,584	19,584	15,302	4,282
Training	14,700	14,700	4,195	10,505
Commission meetings and travel	4,250	3,750	2,038	1,712
Rent of facility	1,100	1,100		1,100
Rent of office	62,500	60,765	60,765	
Rent of equipment	1,300	1,300		1,300
Equipment maintenance	3,500	3,500	1,884	1,616
Computer services	8,500	9,800	41,416	(31,616)
Computer software	25,500	50,500	11,745	38,755
Insurance	7,000	6,562	6,562	
Bank charges	250	200	188	12
Subscriptions	1,250	1,250	287	963
Publications	750	750	1,772	(1,022)
Advertising	5,000	7,000	4,590	2,410

See accompanying notes to financial statements.

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - GOVERNMENTAL FUNDS - BUDGET AND ACTUAL - Concluded**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE- FAVORABLE (UNFAVORABLE)
EXPENDITURES - Concluded				
Depreciation	\$ 19,700	\$ 19,700	\$ 19,151	\$ 549
Membership dues	10,175	10,175	8,203	1,972
Special projects	15,000	25,000	25,447	(447)
Consultant fee	279,810	279,810	272,426	7,384
Contractual services	48,600	18,600	4,811	13,789
Furniture and equipment	19,000	19,000	12,294	6,706
Audit	7,700	7,300	7,300	
Pass-through	8,000	23,000	43,951	(20,951)
TOTAL EXPENDITURES	<u>1,669,120</u>	<u>1,707,620</u>	<u>1,540,340</u>	<u>167,280</u>
OTHER FINANCING SOURCES				
Operating transfers in				
Local match	<u>254,664</u>	<u>254,664</u>	<u>222,348</u>	<u>32,316</u>
TOTAL EXPENDITURES AND OTHER FINANCING SOURCES	<u>1,923,784</u>	<u>1,962,284</u>	<u>1,762,688</u>	<u>199,596</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES			31,236	31,236
FUND BALANCE, OCTOBER 1	<u>390,617</u>	<u>390,617</u>	<u>390,617</u>	
FUND BALANCE, SEPTEMBER 30	<u>\$ 390,617</u>	<u>\$ 390,617</u>	<u>\$ 421,853</u>	<u>\$ 31,236</u>

See accompanying notes to financial statements.

## TRI-COUNTY REGIONAL PLANNING COMMISSION

### NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2008

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Tri-County Regional Planning Commission is a governmental component unit established on July 18, 1956 under the authority of Act 281 of Michigan Public Acts of 1945. The Commission is a voluntary organization joining Clinton, Eaton and Ingham Counties and the City of Lansing to foster a cooperative effort in identifying and resolving various community planning issues in the Tri-County area. Primary financing is provided through various agreements with state and federal agencies and local appropriations.

##### A. Reporting Entity

All funds and account groups (primary government) under direct control of Tri-County Regional Planning Commission are included in this report. These funds and account groups are those which meet the criteria established by the Governmental Accounting Standards Board (GASB) No. 14. Component units, also required under GASB 14, are legally separate organizations for which the elected officials of the primary government are financially accountable. As of September 30, 2008, the Commission has no component units.

##### B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e. the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the primary government of Tri-County Regional Planning Commission. For the most part, the effect of interfund activities has been removed from these statements. Governmental activities, which are normally supported by intergovernmental revenues, are reported separately from business-type activities, which rely, to a significant extent on fees and charges for services. As of September 30, 2008, the Commission has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual funds and major individual enterprise funds are reported as separate columns in the fund financial statements. As of September 30, 2008, Tri-County Planning Commission has no proprietary, enterprise or fiduciary funds.

##### C. Measurement Focus, Basis of Accounting, and Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are reported when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.



## TRI-COUNTY REGIONAL PLANNING COMMISSION

### NOTES TO FINANCIAL STATEMENTS - Continued

SEPTEMBER 30, 2008

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

##### C. Measurement Focus, Basis of Accounting, and Financial Statements – Concluded

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when a liability is incurred, as under accrual accounting.

Intergovernmental revenues, franchise fees, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by Tri-County Regional Planning Commission.

Tri-County Regional Planning Commission reports the following major governmental funds:

The General Fund is the Commission's primary operating fund. It accounts for all financial resources of the general government not directly attributed to a specific project, which are accounted for in another fund.

The Projects Fund accounts for resources and costs, including an allocation of indirect costs, attributed to contractually administered projects. The Projects Fund is a special revenue fund.

The Commission has no non-major governmental funds.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private sector guidance for their business-type activities and enterprise funds, subject to this same limitation. Tri-County Regional Planning Commission has elected not to follow subsequent private-sector guidance.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include 1) intergovernmental revenues 2) operating grants and contributions, and 3) capital grants and contributions.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from provided services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. As of September 30, 2008, the Commission has no proprietary, enterprise or internal service funds.

## TRI-COUNTY REGIONAL PLANNING COMMISSION

### NOTES TO FINANCIAL STATEMENTS - Continued

SEPTEMBER 30, 2008

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Concluded

##### D. Budgets and Budgetary Accounting

The overall budget is based upon individual projects and Planning Commission General Fund budgets. Budgeted amounts are as originally adopted, and may be amended by the Commission. Individual budget amendments were not material in relation to the originally approved amounts. Budgets lapse at the end of the fiscal year.

##### E. Accounts Receivable

Accounts receivable are recorded at their net realizable value. The Commission does not require collateral.

##### F. Capital Assets

Capital assets, which include property, plant and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by Tri-County Regional Planning Commission as assets with an initial, individual cost of \$100 or more and an estimated useful life in excess of one year.

All capital assets are valued at historical cost or estimated historical cost if actual cost is not available. Donated capital assets are recorded at estimated fair market value on the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend assets lives are not capitalized.

Each year, a provision for depreciation is charged to the projects as a means of reimbursing the General Fund for asset acquisition; such reimbursements are included in other sources of revenue in the General Fund. The assets are depreciated using the straight-line method over estimated useful lives of three to ten years.

##### G. Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires the use of estimates and assumptions that affect the reporting of certain assets, liabilities, revenues, and expenditures. Actual results may differ from estimated amounts.

##### H. Deposits and Investments

All highly liquid investments (including restricted assets) with a maturity of three months or less when purchased are defined as cash equivalents. All investments are reported at fair value.

##### I. Advertising

The Commission expenses advertising cost as incurred.

##### J. Accumulated Unpaid Vacation

Accumulated unpaid vacation benefit obligations are accrued when incurred, as such obligations are expected to be paid within the ensuing year.

# TRI-COUNTY REGIONAL PLANNING COMMISSION

## NOTES TO FINANCIAL STATEMENTS - Continued

SEPTEMBER 30, 2008

### NOTE 2: CASH AND INVESTMENTS

State statutes authorize the Commission to invest in obligations of the U.S. Treasury, agencies and instrumentalities, commercial paper within the three highest rate classifications by at least two rating services, repurchase agreements collateralized by U.S. Government securities, bankers acceptances and mutual funds composed of investments which are legal for direct investment by local units of government in Michigan.

As of September 30, 2008, the carrying amount and bank balance for each type of deposit and investment account is as follows:

ACCOUNT TYPE	BOOK BALANCE	BANK BALANCE	FDIC INSURED
Cash and cash equivalents			
Petty cash	\$ 150	\$	\$
Demand deposits	21,293	20,802	19,415
Money market savings/checking	<u>353,017</u>	<u>353,017</u>	<u>340,661</u>
	<u>\$ 374,460</u>	<u>\$ 373,819</u>	<u>\$ 360,076</u>
Investments			
Certificates of deposit	<u>\$ 43,835</u>	<u>\$ 44,045</u>	<u>\$ 34,924</u>

The Commission's investments (including those presented as cash) are categorized as follows to give an indication of the level of risk assumed by the Commission. Category 1 includes deposits and investments that are insured or registered or for which the securities are held by the Commission or its agent in the Commission's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the brokers' or dealers' trust department or agent in the Commission's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Commission's name

At September 30, 2008, the Commission's investments were classified as follows:

Insured	<u>\$ 34,924</u>
Uninsured and uncollateralized	<u>\$ 9,121</u>

In October, 2008, U.S. Congress passed an Emergency Economic Stabilization law that temporarily raised the FDIC limit to \$250,000. The basic deposit insurance will return to \$100,000 after December 31, 2009.

#### Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Commission does not have a deposit policy for custodial credit risk. As of September 30, 2008, \$22,864 of the Commission's bank balance of \$417,864 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	<u>\$ 22,864</u>
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# TRI-COUNTY REGIONAL PLANNING COMMISSION

## NOTES TO FINANCIAL STATEMENTS - Continued

SEPTEMBER 30, 2008

### NOTE 3: DUE TO/DUE FROM OTHER GOVERNMENTAL UNITS

Due from other governmental units and others represents the excess of amounts earned under a project contract over payments received.

PROJECT	DUE FROM
Federal	
FHWA PL 2006-0011/z10/r/	\$ 197,151
FTA PL 2006-0011/z9	27,720
MDOT 2006-011/z12	19,920
Michigan Department of Transportation	
MDOT Bike Map Project	4,980
Regional Transportation	13,229
Asset Management	6,863
Centers for Regional Excellence/MSHDA	11,917
Wellhead Protection	9,548
Mid-Michigan Water Authority	
2007	893
2008	<u>1,267</u>
	<u>\$ 293,488</u>

### NOTE 4: INTERFUND RECEIVABLES/PAYABLES

Amounts due from/to other funds are a result of cash and accrued liability accounts being recorded in the General Fund. At September 30, 2008, project costs exceeded project receipts resulting in a balance of \$144,205 due from the Project Fund to the General Fund.

### NOTE 5: CHANGES IN CAPITAL ASSETS

A summary of changes in governmental capital assets is as follows:

	OCTOBER 1, 2007	ADDITIONS	PRIOR PERIOD ADJUSTMENT	DELETIONS	SEPTEMBER 30, 2008
Capital assets being depreciated					
Furniture and equipment	\$ 191,795	\$ 12,294	\$	\$ 2,645	\$ 201,444
Less: accumulated depreciation					
Furniture and equipment	<u>154,262</u>	<u>19,151</u>	<u>( 24 )</u>	<u>2,645</u>	<u>170,744</u>
NET CAPITAL ASSETS	<u>\$ 37,533</u>	<u>\$ ( 6,857 )</u>	<u>\$ 24</u>	<u>\$</u>	<u>\$ 30,700</u>

Depreciation for the governmental activities was charged to the following functions and activities:

#### GOVERNMENTAL ACTIVITY

Projects

Indirect cost

\$ 19,151

### NOTE 6: PRIOR PERIOD ADJUSTMENT

For the year ended September 30, 2008, the following prior period adjustment was recorded:

Governmental Funds – General Commissions

Expenditure corrections

\$ 24

# TRI-COUNTY REGIONAL PLANNING COMMISSION

## NOTES TO FINANCIAL STATEMENTS - Continued

SEPTEMBER 30, 2008

### NOTE 7: INTERFUND TRANSFERS

The following are transfers, by fund, for the year ending September 30, 2008:

GOVERNMENTAL FUND	TRANSFERS IN	GOVERNMENTAL FUND	TRANSFERS OUT
General Fund	\$ 19,151	Projects	\$ 19,151
Projects	222,348	General Fund	222,348
General Fund	<u>26,874</u>	Projects	<u>26,874</u>
TOTAL	\$ <u>268,373</u>	TOTAL	\$ <u>268,373</u>

All transfers were made for operating purposes.

### NOTE 8: DEFERRED REVENUE

Amounts received under contractual agreements are deferred as revenue until such time as qualifying expenditures are made.

Projects	
Groundwater Management 2008	\$ 27,871
Groundwater Management 2009	9,581
FHWA/STP	262
Non-Point Pollution Committee 2008	59,657
RED Team	34,832
Capacity Building Grant	8,788
EDA Planning Grant	<u>8,292</u>
	\$ <u>149,283</u>

### NOTE 9: DEFINED CONTRIBUTION PLAN

Tri-County Regional Planning Commission sponsors a defined contribution plan called the Tri-County Regional Planning Commission Employee Money Purchase Plan. The plan covers all non-temporary employees who have attained the age of twenty-one and have one full year of service with the Commission.

The employer is required to contribute 9.0% of all covered payroll. Required contributions to the plan were \$52,599, covered payroll was \$584,435 and total payroll was \$651,485 during the fiscal year. Contribution to the plan during the fiscal year was \$52,599.

The vesting of the employee benefits are as follows:

YEARS IN PLAN	VESTING PERCENTAGE
1	0%
2	20
3	40
4	60
5	80
6	100

# TRI-COUNTY REGIONAL PLANNING COMMISSION

## NOTES TO FINANCIAL STATEMENTS - Concluded

SEPTEMBER 30, 2008

### NOTE 10: CONTINGENCIES

Grants and reimbursements are subject to audit by the payers. Upon audit, expenditures may be disallowed as not chargeable to the program and, in such event, would be refundable to the payer. Refunds, if any, generally would be payable from Tri-County Regional Planning Commission's undesignated funds.

### NOTE 11: ECONOMIC DEPENDENCY

The Commission receives substantially all of its support from federal, state and local governments. A significant reduction in the level of this support, if this were to occur, could have an effect on the Commission's activities.

### NOTE 12: LEASE

The Commission leases office space based on an annual lease extension agreement. The original lease term began December 28, 1998, and is extended through November 30, 2008. Rental expense for the year ended September 30, 2008 was \$60,765. Future minimum payments are as follows:

YEAR ENDING	AMOUNT
September 30, 2008	\$ <u>10,127</u>

### NOTE 13: EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN BUDGETARY FUNDS

P.A. 621 of 1978, section 18(1), as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated.

During the year ended September 30, 2008, Tri-County Regional Planning Commission incurred the following expenditures in certain budgetary funds that were in excess of the amounts appropriated as reported in the Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds – Budget and Actual:

	BUDGET	ACTUAL	EXCESS OF AMOUNT APPROPRIATED
PROJECT FUND			
Computer services	\$ 9,800	\$ 41,416	\$( 31,616 )
Publications	750	1,772	( 1,022 )
Special projects	25,000	25,447	( 447 )
Pass-through	23,000	43,951	( 20,951 )

### NOTE 14: DISSOLUTION OF RED TEAM

The Regional Economic Development Team (RED Team) signed a "Consolidation Agreement" dated May 23, 2007 with the Lansing Economic Area Partnership (LEAP). The terms of the agreement call for the RED Team to cease operations as of September 30, 2007. The activities of the RED Team continued functioning as a sub-committee of LEAP. The by-laws of the RED Team state that "upon dissolution, the net assets of the Corporation shall be awarded to the Tri-County Regional Planning Commission for like purposes". The transfer of the remaining net assets of the RED Team occurred during the year ended September 30, 2008. The Commission received \$7,939 from LEAP as matching funds for the EDA Project. RED Team Funds of \$5,052 were also used as matching funds for the EDA Project, leaving \$34,382 of deferred revenue at September 30, 2008.

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMBINING SCHEDULE OF PROJECT REVENUES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	CENTERS FOR REGIONAL EXCELLENCE / MSHDA (30100)	WELLHEAD PROTECTION (30200)	NON-POINT POLLUTION COMMITTEE (30300)	GROUND WATER MANAGEMENT (30400)	MID- MICHIGAN WATER AUTHORITY 2008 (30700)
REVENUES					
Federal sources	\$	\$	\$	\$	\$
State sources	14,081				
Local sources		9,548	78,170	99,464	1,267
Other			1,206	12,900	
TOTAL REVENUES	<u>14,081</u>	<u>9,548</u>	<u>79,376</u>	<u>112,364</u>	<u>1,267</u>
OTHER FINANCING SOURCES					
Operating transfers in					
Local match					
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 14,081</u>	<u>\$ 9,548</u>	<u>\$ 79,376</u>	<u>\$ 112,364</u>	<u>\$ 1,267</u>

MID- MICHIGAN WATER AUTHORITY 2007 (30800)	EDA PLANNING GRANT (31400)	CAPACITY BUILDING GRANT (31800)	MDOT/ FHWA PL FUNDS (32100)	MDOT GRANT ASSET MANAGEMENT (32300)	REGIONAL TRANSPORTATION CONTRACT (32400)
\$	\$ 50,163	\$	\$ 511,942	\$	\$
893				30,496	40,100
<u>893</u>	<u>50,163</u>	<u>29,956</u>	<u>511,942</u>	<u>30,496</u>	<u>40,100</u>
	<u>50,164</u>		<u>113,522</u>		<u>378</u>
\$ <u><u>893</u></u>	\$ <u><u>100,327</u></u>	\$ <u><u>29,956</u></u>	\$ <u><u>625,464</u></u>	\$ <u><u>30,496</u></u>	\$ <u><u>40,478</u></u>



**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMBINING SCHEDULE OF PROJECT REVENUES - Concluded**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	STP (32800)	FTA GRANT PL 2006-0011/z9 SECTION 5303 FUNDS (33000)	MDOT - BIKE MAP PROJECT (34000)	RED TEAM (34500)	TOTAL
REVENUES					
Federal sources	\$ 157,927	\$ 92,943	\$ 19,920	\$	\$ 832,895
State sources			4,980		89,657
Local sources				12,991	202,333
Other					44,062
TOTAL REVENUES	<u>157,927</u>	<u>92,943</u>	<u>24,900</u>	<u>12,991</u>	<u>1,168,947</u>
OTHER FINANCING SOURCES					
Operating transfers in					
Local match	<u>35,028</u>	<u>23,236</u>	<u>20</u>		<u>222,348</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 192,955</u>	<u>\$ 116,179</u>	<u>\$ 24,920</u>	<u>\$ 12,991</u>	<u>\$ 1,391,295</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMBINING SCHEDULE OF PROJECT EXPENDITURES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	CENTERS FOR REGIONAL EXCELLENCE / MSHDA (30100)		WELLHEAD PROTECTION (30200)		NON-POINT POLLUTION COMMITTEE (30300)		GROUND WATER MANAGEMENT (30400)		MID- MICHIGAN WATER AUTHORITY 2008 (30800)	
EXPENDITURES										
Direct costs										
Salaries and wages	\$	5,258	\$	4,004	\$	27,544	\$	40,481	\$	548
Fringe benefits		2,411		1,836		12,626		18,556		247
Telephone								27		
Postage						172		445		22
Printing and copying		2				89		669		27
Office supplies						87				
Graphic supplies										
Travel-in region		15		284		300		1,009		
Travel-out region								1,004		
Training						531				
Computer services		168				365		84		
Computer software										
Publications		404								
Advertising										
Membership dues								228		
Special projects						10,045		14,911		
Consultant fees										
Contractual services		1,206								
Transfer for match										
Pass-through						4,293				
Indirect costs		<u>4,617</u>		<u>3,424</u>		<u>23,324</u>		<u>34,950</u>		<u>423</u>
TOTAL EXPENDITURES	\$	<u>14,081</u>	\$	<u>9,548</u>	\$	<u>79,376</u>	\$	<u>112,364</u>	\$	<u>1,267</u>

MID- MICHIGAN WATER AUTHORITY 2007 (30900)	EDA PLANNING GRANT (31400)	CAPACITY BUILDING GRANT (31800)	MDOT/ FHWA PL FUNDS (32100)	MDOT GRANT ASSET MANAGEMENT (32300)	REGIONAL TRANSPORTATION CONTRACT (32400)
\$ 350	\$ 42,640	\$ 5,312	\$ 197,408	\$ 11,845	\$ 11,118
164	19,546	2,435	86,019	5,430	4,953
	45		331		
14	124		3,882		3
13	107		9,901		33
			600		
			20		
	664	242	3,006		10
	486		7,936		
			2,981		
			29,534		750
			4,341		111
			1,114		
			3,061		
	735		490		
			78,246		
			543		123
		17,500		3,561	13,883
		4,467		9,660	
<u>352</u>	<u>35,980</u>	<u>4,467</u>	<u>196,051</u>	<u>9,660</u>	<u>9,494</u>
\$ <u>893</u>	\$ <u>100,327</u>	\$ <u>29,956</u>	\$ <u>625,464</u>	\$ <u>30,496</u>	\$ <u>40,478</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMBINING SCHEDULE OF PROJECT EXPENDITURES - Concluded**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	STP (32800)	FTA GRANT PL 2006-0011/z9 SECTION 5303 FUNDS (33000)	MDOT - BIKE MAP PROJECT (34000)	RED TEAM (34500)	TOTAL
<b>EXPENDITURES</b>					
Direct costs					
Salaries and wages	\$	\$ 43,366	\$ 2,717	\$	\$ 392,591
Fringe benefits		18,868	1,245		174,336
Telephone		76			479
Postage		888			5,550
Printing and copying		2,237			13,078
Office supplies		137			824
Graphic supplies		5			25
Travel-in region		686	93		6,309
Travel-out region		1,818			11,244
Training		683			4,195
Computer services		3,346			34,247
Computer software		487			4,939
Publications		254			1,772
Advertising		702			3,763
Membership dues		112			1,565
Special projects					24,956
Consultant fees	192,955	1,225			272,426
Contractual services		97			1,969
Transfer for match				12,991	26,874
Pass-through			18,597		43,951
Indirect costs		41,192	2,268		366,202
<b>TOTAL EXPENDITURES</b>	<b>\$ 192,955</b>	<b>\$ 116,179</b>	<b>\$ 24,920</b>	<b>\$ 12,991</b>	<b>\$ 1,391,295</b>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**CENTERS FOR REGIONAL EXCELLENCE / MSHDA**  
**PROJECT PERIOD APRIL 1, 2006 THROUGH SEPTEMBER 30, 2008**

	OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008	APRIL 1, 2006 THROUGH SEPTEMBER 30, 2007	APRIL 1, 2006 THROUGH SEPTEMBER 30, 2008
VARIOUS MUNICIPALITIES - Cash (30100)			
REVENUES			
State of Michigan			
Cash received	\$ 2,164	\$ 10,919	\$ 13,083
Receivables - current year	<u>11,917</u>	<u></u>	<u>11,917</u>
TOTAL REVENUES	<u>\$ 14,081</u>	<u>\$ 10,919</u>	<u>\$ 25,000</u>
EXPENDITURES			
Direct costs			
Salaries and wages	\$ 5,258	\$ 2,655	\$ 7,913
Fringe benefits	2,411	1,126	3,537
Postage		190	190
Printing and copying	2	19	21
Office supplies		222	222
Travel in-region	15	105	120
Travel out-region		809	809
Computer services	168	721	889
Publications	404		404
Contractual services	1,206	1,456	2,662
Indirect costs	<u>4,617</u>	<u>3,616</u>	<u>8,233</u>
TOTAL EXPENDITURES	<u>\$ 14,081</u>	<u>\$ 10,919</u>	<u>\$ 25,000</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**WELLHEAD PROTECTION**  
**PROJECT PERIOD JULY 1, 2008 THROUGH JUNE 30, 2009**

	JULY 1, 2008 THROUGH SEPTEMBER 30, 2008
VARIOUS MUNICIPALITIES - Cash (30200)	
REVENUES	
Local	
Receivables - current year	\$ <u><u>9,548</u></u>
EXPENDITURES	
Direct costs	
Salaries and wages	\$ 4,004
Fringe benefits	1,836
Travel-in region	284
Indirect costs	<u>3,424</u>
TOTAL EXPENDITURES	\$ <u><u>9,548</u></u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**NON-POINT POLLUTION COMMITTEE 2008**  
**PROJECT PERIOD OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2008**

	OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008	OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2007	OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2008
VARIOUS MUNICIPALITIES - Cash (30300)			
REVENUES			
Local			
Cash received	\$ 71,915	\$ 711,294	\$ 783,209
Deferred revenue - prior year	65,912		65,912
Deferred revenue - current year	(59,657)		(59,657)
Other	<u>1,206</u>	<u>1,441</u>	<u>2,647</u>
TOTAL REVENUES	<u>\$ 79,376</u>	<u>\$ 712,735</u>	<u>\$ 792,111</u>
EXPENDITURES			
Direct costs			
Salaries and wages	\$ 27,544	\$ 73,178	\$ 100,722
Fringe benefits	12,626	31,795	44,421
Postage	172	796	968
Printing and copying	89	1,341	1,430
Office supplies	87	75	162
Graphic supplies		14	14
Travel-in region	300	1,671	1,971
Travel-out region		90	90
Training	531	346	877
Computer services	365	599	964
Publications		149	149
Special projects	10,045	24,679	34,724
Contractual services		1,160	1,160
Pass-through	4,293	507,802	512,095
Indirect costs	<u>23,324</u>	<u>69,040</u>	<u>92,364</u>
TOTAL EXPENDITURES	<u>\$ 79,376</u>	<u>\$ 712,735</u>	<u>\$ 792,111</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**GROUNDWATER MANAGEMENT 2008**  
**PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008**

VARIOUS MUNICIPALITIES - Cash (30400)

**REVENUES**

Local	
Cash received	\$ 52,106
Deferred revenue - prior year	75,229
Deferred revenue - current year	(27,871)
Other revenue	<u>12,900</u>
TOTAL REVENUES	<u><u>\$ 112,364</u></u>

**EXPENDITURES**

Direct costs	
Salaries and wages	\$ 40,481
Fringe benefits	18,556
Telephone	27
Postage	445
Printing and copying	669
Travel-in region	1,009
Travel-out region	1,004
Computer services	84
Membership dues	228
Special projects	14,911
Indirect costs	<u>34,950</u>
TOTAL EXPENDITURES	<u><u>\$ 112,364</u></u>



**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**MID-MICHIGAN WATER AUTHORITY 2008**  
**PROJECT PERIOD JANUARY 1, 2008 THROUGH DECEMBER 31, 2008**

	JANUARY 1, 2008 THROUGH SEPTEMBER 30, 2008
MID-MICHIGAN WATER AUTHORITY - Cash (30700)	
REVENUES	
Local	
Receivables - current year	\$ <u>1,267</u>
EXPENDITURES	
Direct costs	
Salaries and wages	\$ 548
Fringe benefits	247
Postage	22
Printing and copying	27
Indirect costs	<u>423</u>
TOTAL EXPENDITURES	\$ <u>1,267</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**MID-MICHIGAN WATER AUTHORITY 2007**  
**PROJECT PERIOD JANUARY 1, 2007 THROUGH DECEMBER 31, 2007**

	OCTOBER 1, 2007 THROUGH DECEMBER 31, 2007	JANUARY 1, 2007 THROUGH SEPTEMBER 30, 2007	JANUARY 1, 2007 THROUGH DECEMBER 31, 2007
MID-MICHIGAN WATER AUTHORITY - Cash (30800)			
<b>REVENUES</b>			
Local			
Cash received	\$	\$	\$
Receivables - current year	893	1,399	1,399
TOTAL REVENUES	<u>893</u>	<u>1,399</u>	<u>2,292</u>
<b>EXPENDITURES</b>			
Direct costs			
Salaries and wages	\$	\$	\$
Fringe benefits	350	602	952
Postage	164	257	421
Printing and copying	14	7	21
Indirect costs	13	9	22
TOTAL EXPENDITURES	<u>352</u>	<u>524</u>	<u>876</u>
	<u>893</u>	<u>1,399</u>	<u>2,292</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**EDA PLANNING GRANT**  
**PROJECT PERIOD JULY 1, 2007 THROUGH JUNE 30, 2010**

	OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008	JULY 1, 2007 THROUGH SEPTEMBER 30, 2007	JULY 1, 2007 THROUGH SEPTEMBER 30, 2008
EDA GRANT NO 06-83-05219 (31400)			
EDA - \$157,884 - Cash			
TCRPC - \$157,884 - Cash, in-kind			
<b>REVENUES</b>			
Federal grant			
Cash received	\$ 49,726	\$ 4,428	\$ 54,154
Deferred revenue - prior year	8,729		8,729
Deferred revenue - current	(8,292)		(8,292)
Other			
In-kind contributions		2,214	2,214
<b>TOTAL REVENUES</b>	<u>50,163</u>	<u>6,642</u>	<u>56,805</u>
<b>OTHER FINANCING SOURCES</b>			
Operating transfers in			
Local match	50,164	2,214	52,378
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<u>\$ 100,327</u>	<u>\$ 8,856</u>	<u>\$ 109,183</u>
<b>EXPENDITURES</b>			
Direct costs			
Salaries and wages	\$ 42,640	\$ 2,851	\$ 45,491
Fringe benefits	19,546	1,233	20,779
Telephone	45	7	52
Postage	124	25	149
Printing and copying	107		107
Travel-in region	664	8	672
Travel-out region	486		486
Membership dues	735		735
Contributed services		2,214	2,214
Indirect costs	35,980	2,518	38,498
<b>TOTAL EXPENDITURES</b>	<u>\$ 100,327</u>	<u>\$ 8,856</u>	<u>\$ 109,183</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**CAPACITY BUILDING GRANT**  
**PROJECT PERIOD JANUARY 1, 2007 THROUGH DECEMBER 31, 2008**

	OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008	JANUARY 1, 2007 THROUGH SEPTEMBER 30, 2008	JANUARY 1, 2007 THROUGH SEPTEMBER 30, 2008
OTHER - Cash (31800)			
REVENUES			
Other			
Cash received	\$ 3,000	\$ 13,756	\$ 16,756
Deferred revenue - prior year	35,744		35,744
Deferred revenue - current year	<u>(8,788)</u>	<u></u>	<u>(8,788)</u>
TOTAL REVENUES	<u>29,956</u>	<u>13,756</u>	<u>43,712</u>
OTHER FINANCING SOURCES			
Operating transfers in			
Local match	<u></u>	<u>3,000</u>	<u>3,000</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 29,956</u>	<u>\$ 16,756</u>	<u>\$ 46,712</u>
EXPENDITURES			
Direct costs			
Salaries and wages	\$ 5,312	\$ 2,920	\$ 8,232
Fringe benefits	2,435	1,263	3,698
Travel-in region	242	12	254
Pass-through	17,500	10,000	27,500
Indirect costs	<u>4,467</u>	<u>2,561</u>	<u>7,028</u>
TOTAL EXPENDITURES	<u>\$ 29,956</u>	<u>\$ 16,756</u>	<u>\$ 46,712</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**MDOT/FHWA PL FUNDS**  
**PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008**

MDOT/FHWA CONTRACT NO. PL 2006-0011/z10/r/ (32100)  
MDOT/FHWA - \$551,734 - Cash  
TCRPC - \$122,345 - Cash

**REVENUES**

Federal grant	
Cash received	\$ 314,791
Receivables - current year	197,151
	<hr/>
TOTAL REVENUES	511,942
	<hr/>

**OTHER FINANCING SOURCES**

Operating transfers in	
Local match	113,522
	<hr/>
TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 625,464
	<hr/> <hr/>

**EXPENDITURES**

Direct costs	
Salaries and wages	\$ 197,408
Fringe benefits	86,019
Telephone	331
Postage	3,882
Printing and copying	9,901
Office supplies	600
Graphic supplies	20
Travel-in region	3,006
Travel-out region	7,936
Training	2,981
Computer services	29,534
Computer software	4,341
Publications	1,114
Advertising	3,061
Membership dues	490
Consultant fees	78,246
Contractual services	543
Indirect costs	196,051
	<hr/>
TOTAL EXPENDITURES	\$ 625,464
	<hr/> <hr/>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**MDOT GRANT - ASSET MANAGEMENT**  
**PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008**

MDOT CONTRACT NO. 2006-0022/z6 (32300)  
MDOT - \$33,786 - Cash

**REVENUES**

State of Michigan	
Cash received	\$ 23,633
Receivables - current year	<u>6,863</u>
TOTAL REVENUES	<u>\$ 30,496</u>

**EXPENDITURES**

Direct costs	
Salaries and wages	\$ 11,845
Fringe benefits	5,430
Pass-through	3,561
Indirect costs	<u>9,660</u>
TOTAL EXPENDITURES	<u>\$ 30,496</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**REGIONAL TRANSPORTATION CONTRACT**  
**PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008**

MDOT CONTRACT NO. 2006-0022/z5 (32400)  
MDOT - \$40,100 - Cash

**REVENUES**

State of Michigan	
Cash received	\$ 26,871
Receivables - current year	<u>13,229</u>
TOTAL REVENUES	<u>40,100</u>

**OTHER FINANCING SOURCES**

Operating transfers in	
Local match	<u>378</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 40,478</u>

**EXPENDITURES**

Direct costs	
Salaries and wages	\$ 11,118
Fringe benefits	4,953
Postage	3
Printing and copying	33
Travel-in region	10
Computer services	750
Computer software	111
Contractual services	123
Transfers for match	13,883
Indirect costs	<u>9,494</u>
TOTAL EXPENDITURES	<u>\$ 40,478</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**STP**

PROJECT PERIOD OCTOBER 25, 2007 THROUGH SEPTEMBER 30, 2008

FHWA CONTRACT NO. 2006-0011/z11 (32800)

FHWA/STP - \$188,100 - Cash

TCRPC - \$41,710 - Cash

**REVENUES**

Federal

Cash received	\$ 158,189
Deferred revenue - current year	<u>(262)</u>

TOTAL REVENUES	<u>157,927</u>
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**OTHER FINANCING SOURCES**

Operating transfers in

Local match	<u>35,028</u>
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TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 192,955</u>
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**EXPENDITURES**

Direct costs

Consultant fee	<u>\$ 192,955</u>
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**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**FEDERAL TRANSIT ADMINISTRATION**  
**SECTION 5303 FUNDS**  
**PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008**

FTA CONTRACT NO. PL 2006-0011/z9 (33000)

FTA - \$110,584 - Cash

TCRPC - \$27,676 - Cash

**REVENUES**

Federal grant	
Cash	\$ 65,223
Receivables - current year	<u>27,720</u>
TOTAL REVENUES	<u>92,943</u>

**OTHER FINANCING SOURCES**

Operating transfers in	
Local match	<u>23,236</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 116,179</u>

**EXPENDITURES**

Direct costs	
Salaries and wages	\$ 43,366
Fringe benefits	18,868
Telephone	76
Postage	888
Printing and copying	2,237
Office supplies	137
Graphic supplies	5
Travel-in region	686
Travel-out region	1,818
Training	683
Computer services	3,346
Computer software	487
Publications	254
Advertising	702
Membership dues	112
Consultant fees	1,225
Contractual services	97
Indirect costs	<u>41,192</u>
TOTAL EXPENDITURES	<u>\$ 116,179</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**MDOT - BIKE MAP PROJECT**  
**PROJECT PERIOD JUNE 16, 2008 THROUGH SEPTEMBER 30, 2008**

MDOT CONTRACT NO. 2006-0011/z12 (34000)

SPR - \$19,920 - Cash

MDOT - \$4,980 - Cash

**REVENUES**

Federal

Receivables - current year	\$	19,920
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State

Receivables - current year		4,980
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TOTAL REVENUES		<u>24,900</u>
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**OTHER FINANCING SOURCES**

Operating transfers in

Local match		<u>20</u>
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TOTAL REVENUES AND OTHER FINANCING SOURCES	\$	<u><u>24,920</u></u>
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**EXPENDITURES**

Direct costs

Salaries and wages	\$	2,717
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Fringe benefits		1,245
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Travel-in region		93
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Pass-through		18,597
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Indirect costs		<u>2,268</u>
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TOTAL EXPENDITURES	\$	<u><u>24,920</u></u>
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**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF PROJECT REVENUES AND EXPENDITURES**  
**REGIONAL ECONOMIC DEVELOPMENT TEAM**  
**PROJECT PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008**

RED TEAM - Cash (34500)

REVENUES

RED Team

Cash received	\$ 7,939
Deferred revenue - prior year	39,884
Deferred revenue - current year	<u>(34,832)</u>
TOTAL REVENUES	<u>\$ 12,991</u>

EXPENDITURES

Direct costs

Transfer for match	<u>\$ 12,991</u>
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**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**ANALYSIS OF COMPLETED PROJECTS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	GROUNDWATER MANAGEMENT 2008 (30400)	MID- MICHIGAN WATER AUTHORITY 2007 (30800)	MDOT/FHWA PL FUNDS (32100)	MDOT GRANT ASSET MANAGEMENT (32300)
Total expenditures	\$ 112,364	\$ 2,292	\$ 625,464	\$ 30,496
Less: locally funded expenditures	<u>112,364</u>	<u>2,292</u>	<u>113,522</u>	<u></u>
Allowable expenditures			511,942	30,496
Grantor participation	<u></u>	<u></u>	<u>81.85%</u>	<u>100.00%</u>
Grant revenues			511,942	30,496
Grant receipts	<u></u>	<u></u>	<u>314,791</u>	<u>23,633</u>
Due from Grantor	\$ <u><u></u></u>	\$ <u><u></u></u>	\$ <u><u>197,151</u></u>	\$ <u><u>6,863</u></u>

REGIONAL TRANSPORTATION CONTRACT (32400)	STP (32800)	FTA SECTION 5303 FUNDS (33000)	MDOT BIKE MAP PROJECT (34000)	REGIONAL ECONOMIC DEVELOPMENT TEAM (34500)
\$ 40,478	\$ 192,955	\$ 116,179	\$ 24,920	\$ 12,991
<u>378</u>	<u>35,028</u>	<u>23,236</u>	<u>20</u>	<u>12,991</u>
40,100	157,927	92,943	24,900	
<u>99.07%</u>		<u>80.00%</u>	<u>99.92%</u>	
40,100	157,927	92,943	24,900	
<u>26,871</u>	<u>158,189</u>	<u>65,223</u>		
\$ <u><u>13,229</u></u>	\$ <u><u>(262)</u></u>	\$ <u><u>27,720</u></u>	\$ <u><u>24,900</u></u>	\$ <u><u></u></u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**ANALYSIS OF LOCAL MATCH AND INDIRECT CHARGES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	<u>LOCAL MATCH</u>		TOTAL
	<u>COMMISSION</u>	<u>PROJECTS</u>	
EDA Planning Grant 07/08	\$ 50,164	\$	\$ 50,164
FHWA PL Funds	113,522		113,522
Federal Transportation Administration	23,236		23,236
MDOT - Bike Map Project	20		20
STP	35,028		35,028
MDOT - State Trunkline		378	378
	<u>\$ 221,970</u>	<u>\$ 378</u>	<u>\$ 222,348</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**ANALYSIS OF INDIRECT COST RATE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

	INDIRECT BASE	INDIRECT COSTS
Total expenditures	\$	\$ 1,762,682
Direct expenditures	1,341,049	(1,341,049)
Less:		
Special projects	(25,447)	
Furniture and equipment	(12,294)	
Consultant	(272,426)	
Contractual services	(4,811)	
Match	(222,348)	
Audit	(7,300)	
Pass-through	(43,951)	
	\$ <u>752,472</u>	\$ <u>421,633</u>
Indirect cost rate (indirect costs as a percent of indirect base)	56.0330%	

Indirect costs are allocated to all projects equally. Allocated indirect costs in excess of amounts that can be funded by a contract or grant are absorbed by the Commission through indirect credits. The indirect cost rate percentage is applied only against allowable direct costs in each project.

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF FRINGE BENEFITS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

Social security	\$ 48,476
Unemployment taxes	58
Pension costs	52,599
Health insurance	161,098
Dental insurance	17,169
Group life insurance	8,128
HelpNet	410
Workers' compensation	1,384
Pension administration	3,240
Fringe benefits miscellaneous	<u>2,555</u>
Total fringe benefits	\$ <u><u>295,117</u></u>
Salaries and wages for the year ended September 30, 2008	\$ <u><u>654,499</u></u>
Fringe benefit rate - All employees	<u><u>45.0905%</u></u>
Fringe benefit rate - Full-time employees	45.8400%
Fringe benefit rate - Part-time employees	7.6553%



**TRI-COUNTY REGIONAL PLANNING COMMISSION****TRANSPORTATION SUMMARY OF EXPENDITURES****REGIONAL TRANSPORTATION**

MDOT PL 2006-0011/z10/r/, FTA 5303 2006-011/z9, MDOT MTF 2006-0022/z5,

MDOT MTF 2006-0022/z6 AND FHWA STP 2006-0011/z11

FOR THE PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008

TASK #	TASK NAME	MDOT/ FHWA BUDGET	MDOT/ FHWA EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)
I	Database management	\$ 433,984	\$ 329,828	\$ 104,156
II	Long-range planning	86,663	104,859	(18,196)
III	Short-range planning	17,164	4,774	12,390
IV	Program management and coordination	143,733	146,580	(2,847)
V	Transportation programming activities	49,415	39,423	9,992
VI	Other related activities			
	GRAND TOTALS	<u>\$ 730,959</u>	<u>\$ 625,464</u>	<u>\$ 105,495</u>

FTA SECTION 5303 BUDGET	FTA SECTION 5303 EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)	MDOT BUDGET	MDOT EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)
\$ 64,485	\$ 44,630	\$ 19,855	\$ 12,338	\$ 13,187	\$ (849)
11,549	11,267	282	14,427	15,124	(697)
1,995	665	1,330			
34,460	33,582	878	10,735	10,735	
8,790	7,011	1,779	1,600	1,214	386
<u>16,951</u>	<u>19,023</u>	<u>(2,072)</u>	<u>1,000</u>	<u>219</u>	<u>781</u>
\$ <u><u>138,230</u></u>	\$ <u><u>116,178</u></u>	\$ <u><u>22,052</u></u>	\$ <u><u>40,100</u></u>	\$ <u><u>40,479</u></u>	\$ <u><u>(379)</u></u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**TRANSPORTATION SUMMARY OF EXPENDITURES - Concluded**

**REGIONAL TRANSPORTATION**

MDOT PL 2006-0011/z10/r/, FTA 5303 2006-011/z9, MDOT MTF 2006-0022/z5,

MDOT MTF 2006-0022/z6 AND FHWA STP 2006-0011/z11

FOR THE PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008

TASK #	TASK NAME	ASSET MANAGEMENT BUDGET	ASSET MANAGEMENT EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)
I	Database management	\$ 33,786	\$ 30,496	\$ 3,290
II	Long-range planning			
III	Short-range planning			
IV	Program management and coordination			
V	Transportation programming activities			
VI	Other related activities			
	GRAND TOTALS	<u>\$ 33,786</u>	<u>\$ 30,496</u>	<u>\$ 3,290</u>

STP BUDGET	STP EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)	TOTAL BUDGET	TOTAL EXPENDED	VARIANCE FAVORABLE (UNFAVORABLE)
\$ 229,810	\$ 192,955	\$ 36,855	\$ 774,403	\$ 611,096	\$ 163,307
			112,639	131,250	(18,611)
			19,159	5,439	13,720
			188,928	190,897	(1,969)
			59,805	47,648	12,157
			17,951	19,242	(1,291)
<u>\$ 229,810</u>	<u>\$ 192,955</u>	<u>\$ 36,855</u>	<u>\$ 1,172,885</u>	<u>\$ 1,005,572</u>	<u>\$ 167,313</u>



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### REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Commission Members  
Tri-County Regional Planning Commission  
Lansing, Michigan

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Tri-County Regional Planning Commission, as of and for the year ended September 30, 2008, which collectively comprise Tri-County Regional Planning Commission's basic financial statements and have issued our report thereon dated December 3, 2008. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Tri-County Regional Planning Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the deficiencies described in the accompanying schedule of findings and questioned costs to be significant deficiencies in internal control over financial reporting.

**FINDING: 2008-1** Tri-County Regional Planning Commission does not have an individual with sufficient formal training, prior experience or working knowledge of generally accepted accounting principles to properly apply them in preparing its annual financial statements with footnote disclosures in accordance with generally accepted accounting principles.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Tri-County Regional Planning Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of Tri-County Regional Planning Commission, in a separate letter dated December 3, 2008.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the Commission, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Larson & Richardson PC*

*Certified Public Accountants*

East Lansing, Michigan  
December 3, 2008



## Layton & Richardson, P.C.

Certified Public Accountants

### REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Commission Members  
Tri-County Regional Planning Commission  
Lansing, Michigan

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#### Compliance

We have audited the compliance of Tri-County Regional Planning Commission with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133, Compliance Supplement that are applicable to its major federal program for the year ended September 30, 2008. Tri-County Regional Planning Commission's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal program is the responsibility of Tri-County Regional Planning Commission's management. Our responsibility is to express an opinion on Tri-County Regional Planning Commission's compliance based on our audit.

We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining on a test basis, evidence about Tri-County Regional Planning Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Tri-County Regional Planning Commission's compliance with those requirements.

In our opinion, Tri-County Regional Planning Commission complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 2008.

#### Internal Control Over Compliance

The management of Tri-County Regional Planning Commission is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the Commission, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Lagton + Richardson PC*

*Certified Public Accountants*

East Lansing, Michigan  
December 3, 2008



**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**SCHEDULE OF FEDERAL FINANCIAL AWARDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

FEDERAL GRANTOR/ PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER
Department of Commerce EDA Support for Planning Programs	11.302	06-83-05219
Federal Highway Administration FHWA Passed through Michigan Department of Transportation	20.205	2006-0011/z10/r/
FTA Section 5303 FTA Passed through Michigan Department of Transportation	20.205	2006-0011/z9
FHWA STP Passed through Michigan Department of Transportation	20.205 20.205	2006-0011/z11 2006-0011/z12

**NOTES:**

- (1) The Schedule of Expenditures of Federal Awards includes the federal grant activity of the Tri-County Regional Planning Commission and is presented on the modified accrual basis of accounting. The information presented in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

GRANT		AWARD AMOUNT	CURRENT YEAR EXPENDITURES	CUMMULATIVE EXPENDITURES
FROM	TO			
7/1/2007	6/30/2010	\$ 157,884	\$ 50,163	\$ 54,591
10/1/2007	9/30/2008	551,734	511,943	511,943
10/1/2007	9/30/2008	110,584	92,943	92,943
10/25/2007	9/30/2008	188,100	157,927	157,927
6/16/2008	9/30/2008	19,920	<u>19,920</u>	<u>19,920</u>
			\$ <u><u>832,896</u></u>	\$ <u><u>837,324</u></u>

## **TRI-COUNTY REGIONAL PLANNING COMMISSION**

### **SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**FOR THE YEAR ENDED SEPTEMBER 30, 2008**

#### **A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the basic financial statements of Tri-County Regional Planning Commission.
2. No reportable conditions relating to the audit of the financial statements are reported.
3. No instances of noncompliance material to the financial statements of Tri-County Regional Planning Commission were disclosed during the audit.
4. No reportable conditions relating to the audit of the major federal award programs are reported.
5. The auditor's report on compliance for the major federal award programs for Tri-County Regional Planning Commission expresses an unqualified opinion.
6. There are no audit findings relative to the major federal award programs for Tri-County Regional Planning Commission.
7. The programs tested as major programs were: Federal Highway Administration Grant, CFDA No. 20.505, Pass-through Grantor's Numbers 2006-0011/zl0/r/ and 2003-0011/zl 1.
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. Tri-County Regional Planning Commission was determined to be a low-risk auditee.

#### **B. FINDINGS - FINANCIAL STATEMENT AUDIT**

**2008-1** Tri-County Regional Planning Commission does not have an individual with sufficient formal training, prior experience or working knowledge of generally accepted accounting principles to properly apply them in preparing its annual financial statements with footnote disclosures in accordance with generally accepted accounting principles.

##### **Management**

**Response** Tri County Regional Planning Commission's Finance Director is sufficiently trained, experienced, knowledgeable and competent in performing the daily and monthly accounting functions and reporting with excellence. The Board reviews and approves monthly financial information. It would not be cost effective for the Commission to hire an individual with sufficient current knowledge of generally accepted accounting principles.

#### **C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT**

None.



LETTER OF COMMENTS AND RECOMMENDATIONS

Commission Members  
Tri-County Regional Planning  
Commission  
Lansing, Michigan

We have audited the financial statements of TRI-COUNTY REGIONAL PLANNING COMMISSION for the year ended September 30, 2008, and have issued our report thereon dated December 3, 2008. As part of our audit, we made a study and evaluation of the system of internal accounting control of Tri-County Regional Planning Commission to the extent we considered necessary to evaluate the system as required by U.S. generally accepted auditing standards. The purpose of our study and evaluation was to determine the nature, timing, and extent of the auditing procedures necessary for expressing an opinion on the Commission's financial statements.

The management of Tri-County Regional Planning Commission is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with U.S. generally accepted accounting principles. Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation, made for the limited purpose described in the first paragraph, would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of Tri-County Regional Planning Commission. We noted the following recommendations that could improve the Commission's internal controls.

**PRIOR YEAR RECOMMENDATIONS**

04-1 The Executive Secretary performs several cash receipt functions, such as delivering deposits to the bank, opening the bank statement and reconciling the bank statement to the accounting records. We recommend the Finance Director receive, open and review the monthly bank statements before they are submitted to the Executive Secretary for reconciling. Additionally, we recommend that the Executive Director open and review the bank statement two times annually. This would strengthen internal controls over cash receipts. **Current year status: See recommendation 06-1.**

06-1 Due to staffing changes, at the time of performing our September 30, 2006 year end audit procedures, the Executive Secretary was no longer involved in the processing of cash receipts and was no longer reconciling the bank statements. The Finance Director was performing all functions of the cash receipts process and was reconciling the bank statements to the accounting records, resulting in inadequate segregation of duties. Strong internal controls require segregation of duties which protect both the organization (from individuals who are provided opportunities to take advantage of poor controls) and the individuals performing functions (by having others reviewing and confirming accurate and complete processing of information). As is common in smaller organizations, there are few staff members among whom accounting functions may be distributed. In situations such as this, it is important for the Executive Director to perform review and oversight functions to compensate for inadequate segregation of duties due to limited staff size. It is our understanding that the Executive Director and Finance Director have evaluated the cash receipts process and are in the process of implementing changes to strengthen internal controls over cash receipts. When these changes are fully implemented the following procedures and controls will be in place:

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## **PRIOR YEAR RECOMMENDATIONS - Concluded**

- a. The bank statement will be delivered, unopened, to the Executive Secretary, who will open it and reconcile the bank statement activity and month end bank balance to the accounting records. As needed, the Finance Director will assist the Executive Secretary in performing the reconciliation. The Executive Secretary will initial and date the reconciliation upon completion and deliver it to the Finance Director. **Current year status: This recommendation has been implemented.**
- b. The Finance Director will review the reconciliation and document approval by initialing and dating the reconciliation under the Executive Secretary's initials. **Current year status: This recommendation has been implemented.**
- c. On a "surprise" basis (at least two times annually) the Executive Director will review the bank reconciliation and document approval by initialing and dating under the Finance Director's initials. **Current year status: One bank reconciliation was initialed by the Executive Director. This recommendation has been implemented.**

We concur with these changes and recommend their full implementation. They will add important review and oversight steps to help compensate for inadequate segregation of duties, thus improving internal controls over cash receipts.

- 06-2 During our testing of reporting required by grants, we noted instances where quarterly billings and progress reports were not filed on or before their due date. It is our understanding that an extension of time to file was obtained, however, there was no documentation available to evidence the extension. To help assure no grant expenditures will be denied by the grantor, it is important to document compliance with all terms of grant agreements. We recommend that all grant reports be filed timely. Additionally, we recommend that all report extension approvals be obtained in writing and be retained in the grant file with the copy of the corresponding report. **Current year status: This recommendation has been implemented.**
- 07-1 We noted instances of checks held for over a week before being deposited into the Commission's bank account. To strengthen controls, we recommend that deposits be made at least every other week, or when the total amount of checks received but not deposited exceeds \$10,000. **Current year status: This recommendation has not been implemented. We noted an instance of a check held for three weeks before it was deposited.**
- 07-2 During our testing of payroll transactions, we noted instances where the withholding from Form W-4 was not current. To help assure accurate income tax withholdings, we recommend that employees be required to submit updated W-4 forms every three years for federal, state and local income taxes. **Current year status: This recommendation has been implemented, however, not all exemptions were correctly entered into the payroll system. When employees submit revised W-4 forms, we recommend the information in the payroll system be updated to agree to the revised W-4 forms.**
- 07-3 The Finance Director processes payroll, prepares payroll tax filings and remits payroll taxes. As purchase requests are not required for disbursements of payroll related items, we recommend that the Executive Director review the payroll tax remittances and compare amounts to the totals from the payroll journals. This will strengthen internal controls over payment of payroll taxes. **Current year status: This recommendation has been implemented.**

## **CURRENT YEAR RECOMMENDATIONS**

- 08-1 We noted a payment of a credit card statement where all charge transactions were not supported by attached charge slips or other documentation such as an on-line order confirmation or invoice copy for credit card charges initiated by a telephone call. Strong internal controls require appropriate supporting documentation be maintained for all transactions. We recommend that supporting documentation be required for all credit card transactions and that supporting documentation for all credit card transactions be attached to the monthly statement where they appear.

These conditions were considered in determining the nature, timing and extent of the tests to be applied in our audit of the September 2008, financial statements, and this report does not affect our report on the financial statements dated December 3, 2008.

We appreciate the assistance and cooperation extended to us by the staff at Tri-County Regional Planning Commission, particularly that of Greg Hoffman.

This report is intended solely for the use of management and federal and state agencies and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by Tri-County Regional Planning Commission, is a matter of public record.

*Layton + Richardson PC*

*Certified Public Accountants*

East Lansing, Michigan  
December 3, 2008